

APPLICATION FOR PUBLIC AFFAIRS SECTION GRANTS
(Oficina de Prensa, Cultura y Educación)
U.S. Embassy Lima
Please email completed application to: LimaPDGrants@state.gov

BASIC INFORMATION

Name of project:

Name of Organization/Individual:

Contact person:

Address:

Phone/email:

Project Start Date:

Project End Date:

Is this your first time applying for U.S. government funds? Yes No

Do you have a DUNS number? Yes No In progress

Do you have an NCAGE/CAGE number? Yes No In progress

Have you registered with SAM.gov? Yes No In progress

Amount Requested in USD: \$

Category of Funding Activity (Check all that apply)

- Strengthening Democratic Institutions, Expanding Economic Opportunity, and Social Inclusion
- Building Peru's Capacity to Combat Transnational Organized Crime and Sustainably Manage its Natural Resources
- Improving Citizen Security
- Advancing Gender Equality, Promoting Opportunity for Women and Girls, and Combatting Gender-Based Violence
- Building People-to-People Ties Through Public Diplomacy Programs: Proposals that support people-to-people ties between the citizens of the United States and those of Peru, especially outside major urban areas; provide opportunities for emerging leaders; expand physical/virtual partnerships with U.S. communities; promote innovative collaboration in STEAM (science, technology, engineering, arts, and math); and/or contribute to Peru's goals of achieving bilingualism (English-Spanish) by 2021.

PROJECT PROPOSAL

Proposal Summary:

Introduction to the Organization/Individual (Include previous U.S. Government grants):

Problem Statement:

Project Goals and Objectives:

Program Methods and Design:

Project Activities:

Proposed Project Schedule:

Key Personnel:

Project Monitoring & Evaluation:

Media/Communications Plan:

Future Funding or Sustainability:

Detailed Budget:

Budget Category	Total USD (\$)
1. Personnel - M&IE	
2. Fringe Benefits	
3. Travel	
a.) Local travel costs	
b.) Accommodation	
4. Equipment	
5. Supplies	
6. Contractual	
a.) Performance fee	
b.) Equipment rental	
7. Construction	
8. Other Direct Costs (Please specify)	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs (reflect provisional, pre-determined rate and allocation base)	
11. Total Costs (lines 9 through 10)	
12. Cost-Sharing	

Application Category Descriptions

Proposal Summary:	Brief narrative that outlines the proposed project, including project objectives and anticipated influence of the project. Proposal summary should be one to two pages maximum.
Introduction to the Organization/Individual:	Specify the officially registered name of the organization/individual who applying for the grant. Include a description of past and present operations. Include information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
Problem Statement:	Clear, concise, and well-supported statement of the problem to be addressed by the project and why the proposed project is needed.
Project Goals and Objectives:	<p>The “goals” describe what the project intends to achieve at its completion. How will the project further the relationship between the United States and Peru?</p> <p>The “objectives” refer to the intermediate accomplishments on the way to the goals. Objectives should be achievable and measurable.</p>
Program Methods and Design:	A description of how the project is expected to work and solve, or address, the stated problem.
Project Activities:	Specific activities related to the objectives that must be reached and the methods used to achieve the stated objectives.
Proposed Project Schedule:	The proposed timeline for undertaking and completing the specific project activities. Dates, times, and locations of planned activities and events should be included.
Key Personnel:	<p>Names, titles, roles, and experience/background on the key personnel to be involved in the project – resumes are required for key personnel.</p> <p>Who will work on the project?</p> <p>What responsibilities will they have?</p> <p>What qualifications do they have?</p> <p>What proportion of their time will be used in support of this project (e.g. total monthly/yearly salary at 5%)?</p> <p>Please note if any of the key personnel are alumni of a U.S. government-funded exchange program.</p>
Project Monitoring and Evaluation:	This is an important part of a successful grant. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner. How will the program be evaluated to make sure it is meeting the goals of the grant?

Media/Communications Plan:	How will the applicant use traditional and social media to raise awareness about this project and its results? Briefly describe the goal and objectives of the project.
Future Funding or Sustainability:	Plan for continuation beyond the grant period, or the availability of other resources, if applicable.
Detailed Budget:	Present the budget in the form of a spreadsheet (all amounts in USD). If one of the budget items is a plane ticket to the U.S., please state the price of the ticket with an American carrier (Fly America Act). Budget items should not contain VAT. Food expenses stated as separate line items should not exceed 10% of the total requested amount.

Budget Category Descriptions

1. **Personnel, Meals & Incidental Expenses:** An organization's full-time or part-time employees attributed to the award activities.
2. **Fringe Benefits:** Employer pension plans, health benefits, or other benefits that conform to an organization's established policy or Negotiated Indirect Cost Rate Agreement (NICRA).
3. **Travel:** Domestic and international airfares, lodging and meals allowances, and local travel directly attributable to an award activity. Refer to Federal Travel Regulations per diem rates for cost reasonableness.
4. **Equipment:** Tangible non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit or consistent with recipient policy. Lower limits may be established.
5. **Supplies:** Expendable (consumable) items, small general office items, calculators, computer software, etc., valued at less than \$5,000.
6. **Contractual:** A procurement contract under an award or sub-tier awards for goods or services.
7. **Construction:** Major costs for new, rearrangement, alteration, reconversion, or renovation of facilities.
8. **Other Direct Costs:** Other direct costs could include participant support costs and any program related costs or materials.
9. **Total Direct Costs:** All costs chargeable to an award excluding indirect costs.
10. **Indirect Costs:** Costs that are incurred for a common or joint purpose and cannot be identified readily and specifically with a particular award or other activity (accounting, utilities, legal, etc.).
11. **Total Costs:** All costs chargeable to an award, including indirect costs.
12. **Cost Sharing:** The portion of the project or program costs not borne by the U.S. State Department or another federal agency, including cash and third-party in-kind contributions.